

**RESOLUTION NO. 2017-18**

**RESOLUTION ADOPTING THE FOREST GROVE LIBRARY  
DISPLAY/EXHIBIT POLICY AND REPEALING RESOLUTION NO. 2011-39**

**WHEREAS**, the Forest Grove City Library has policies that govern the various services and programs at the library; and

**WHEREAS**, one of those policies regulates the use of the various display and exhibit areas in the library; and

**WHEREAS**, the library staff has drafted new language for the policy that addresses how exhibits and displays are created; and

**WHEREAS**, the Library Commission approved the revised policy at its meeting of December 29, 2016, and made recommendation that Council consider adopting the revised policy as described in Exhibit A.

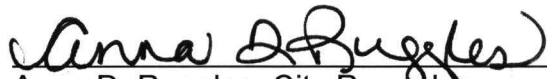
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE  
AS FOLLOWS:**

**Section 1.** The City Council hereby adopts the Forest Grove City Library Display/Exhibit Policy as described in the attached Exhibit A.

**Section 2.** Resolution No. 2011-39 is hereby repealed in its entirety upon the adoption of this resolution.

**Section 3.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 13<sup>th</sup> day of February, 2017.

  
\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 13<sup>th</sup> day of February, 2017.

  
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Peter B. Truax, Mayor

## **POLICY ON USE OF EXHIBIT SPACE IN THE FOREST GROVE CITY LIBRARY**

Section 1. Purpose. This policy is written to provide guidelines by which the Library Director shall determine the appropriateness of proposed uses of bulletin boards, exhibit cases, information tables, and any other display areas in the city library.

Section 2. Function of Exhibits in the City Library. The city library is a center for information and recreation in the community. By collecting books, magazines, and other materials and making them accessible to the public, it fulfills its role as a window to a larger world and, by providing exhibit space, it fulfills its further role as a mirror of the community.

Section 3. Exhibit space is open to organizations engaged in educational, cultural, intellectual, or charitable activities.

When groups or individuals not employed by the library ("private sources") provide exhibits for the library, the originators of those exhibits should be clearly identified to the viewer.

When exhibit space is provided to private sources, the exhibit space shall also contain a notice setting forth the following:

1. A disclaimer on all exhibit areas stating such areas are from private sources and are not sponsored or endorsed by either the library or the City of Forest Grove.
2. Exhibit space for opposing views will be made available if there is a timely request made to the library director.

### [Library-Originated Exhibits](#)

Just as censorship must not be a principle of library materials selection, [fear or avoidance of controversy must not be a principle in creating library-originated exhibits](#) ~~selection of library exhibits.~~ [Library staff considers a number of factors when deciding on content for displays, including timeliness of subject matter, breadth and depth of library collections, and the diverse social, cultural, and economic makeup of the community. The goals are to introduce an idea or topic of potential interest to library patrons, showcase local materials and invite the community to engage in a respectful conversation acknowledging a variety of perspectives and points of view.](#) ~~Library originated exhibits should attempt to show both sides of controversial issues, just as materials would be selected for the library collection.~~

Library exhibit space used for promotion of a candidate or ballot measure would be available only during the month preceding an election and would be made available to any candidate or proponent or opponent of any issue.

Library exhibit space shall not be used for promotion of a profit-making enterprise.

Library-related displays shall take priority in scheduling bulletin board, exhibit cases, information tables, and other display areas in the city library.

As a matter of practice, outside displays and exhibits may be displayed once per year for up to three weeks.

Charitable collections are permitted one at a time for a period not to exceed two months.

Bulletin board space will be made available to publicized not-for-profit events and resources. Due to limited space, priority will be given to local events and resources. Items may remain posted until the information on them is outdated.

Section 4. Duties of the Library Director. It shall be the responsibility of the Library Director to encourage use of library exhibit space. The Director may do so by:

- overseeing creation of library-oriented exhibits,
- actively seeking help from other organizations or individuals,
- accepting offers of exhibits from organizations or individuals.

The Director, or his/her designated representative, shall see all materials or exhibit plans before they go on display in the library in order to check for their compliance with these policies.

Section 5. A. Appeals of decision to reject a display and/or exhibit.

B. Requests for removal of materials from library display and/or exhibit.

Individuals or groups may appeal a decision to reject a display and/or exhibit.

Individuals or groups may also request the removal of a display and/or exhibit from the library's exhibit areas. The procedure for both of these actions is as follows:

1. have an informal conference with the library director. If the outcome of this discussion is not satisfactory, the individual or group may:
2. make a written (and signed) statement to the Library Director who shall respond in kind and in a timely manner and shall provide the requestor a copy of this policy;
3. if the resulting action is not satisfactory to the requestor, they may make a written appeal of the decision to the Library Commission who will consider the matter at their next regularly-scheduled meeting. At this meeting, the Commission shall consider the appeal/request as it relates to this policy and make their recommendation. Should the group or individual wish to pursue the complaint, the City Council will ultimately decide if the display/exhibit in question is in keeping with the letter and spirit of this policy.



*A place where families and businesses thrive.*

CITY RECORDER USE ONLY:

AGENDA ITEM #: 6

MEETING DATE: 2/13/17

FINAL ACTION: ADO 2017-18

## **CITY COUNCIL STAFF REPORT**

**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**PROJECT TEAM:** *Colleen Winters, Library Director*

**MEETING DATE:** *February 13, 2017*

**SUBJECT TITLE:** *Approval of Library Exhibits/Display Policy*

**ACTION REQUESTED:**

<input type="checkbox"/>	<b>Ordinance</b>	<input type="checkbox"/>	<b>Order</b>	<input checked="" type="checkbox"/>	<b>Resolution</b>	<input checked="" type="checkbox"/>	<b>Motion</b>	<input type="checkbox"/>	<b>Informational</b>
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*X all that apply*

### **ISSUE STATEMENT:**

Recently, staff recognized the need for more clarity in the Library's Exhibit/Display policy to address what factors are considered when creating internal displays. The attached and proposed resolution seeks to update the Library's Exhibit/Display policy.

### **BACKGROUND:**

The Library's Exhibit/Display Policy was last reviewed in 2010. Staff drafted new language and a revised policy was presented and approved by the Library Commission on December 29, 2016. On January 23<sup>rd</sup>, the Council heard a presentation from Library Commission President Pam Bailey regarding the new and proposed language.

### **FISCAL IMPACT:**

NONE

### **STAFF RECOMMENDATION:**

Staff recommends the City Council approve the attached resolution adopting the revised policy.

### **ATTACHMENT(s):**

- 1) Existing policy with proposed revisions
- 2) Proposed policy with proposed revisions accepted
- 3) Resolution proposing to adopt the revised Library Exhibit/Display policy

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\*\*Revised February, 2017